

Training Directory 2018 – 2019

Adult Social Care

Independent Private and Voluntary Organisations

AND

Individual Employers and Personal Assistants

HR Learning & Development Service





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Introduction

This Directory outlines the Health and Social Care training programmes available to those working in the social care sector, including those in the Independent, Private and Voluntary sector in the city. The learning and development opportunities in this Directory are provided by the HR Learning and Development Service for Sheffield City Council based at the Moorfoot Learning Centre. In addition to taught courses we provide a number of e-learning programmes.

The **Care Certificate** was officially launched in March 2015. It aims to equip health and social care support workers with the knowledge and skills which they need to provide safe, compassionate care. It is the new minimum standards that should be covered as part of induction training of new care workers.

It is essential that we have a highly trained, competent workforce providing high quality, personalised services to the citizens of Sheffield.

Having a highly skilled and motivated workforce with competent and inspirational managers is one way of ensuring that we can deliver services of quality. We need individuals who are skilled, good listeners, good communicators, respectful, flexible, active in safeguarding dignity and rights, empowering people and able to offer choices that allow service users to make decisions for themselves about their own lives. Alongside this they need to have a range of good practical skills so they know how to safely employ moving and handling techniques, know how to safely prepare and handle food and dispense medication.

We are actively working in partnership with the other local authorities in South Yorkshire and a range of private sector providers to access the workforce development fund from Skills for Care. I would encourage all organisations to complete their NMDS entries and become members of the partnership so that they can secure funding to support their workers to achieve units from the qualification credit framework (QCF) or Regulated qualifications framework.

Steve Thompson

Learning and Development Service Manager

The Sheffield Development Hub – online booking!

Our online booking system, the Sheffield Development Hub, was introduced in March 2016 and we now have:

- over 12,636 users (including external organisation employees, personal assistants and individual employers)
- an average number of logins per month of 7,446
- 105 e-learning modules
- 269 Face to Face to courses

The benefits include:

- A personalised learning account for users
- Online booking for all taught courses
- Access to e-learning programmes
- Personalised learning plans
- Access from work or home devices including smart phones and tablets
- Your training co-ordinator will be able to view the development that individuals have completed

How to access the Sheffield Development Hub:

- For organisations that have not accessed learning & development through the Sheffield Development Hub, please email developmenthub@sheffield.gov.uk to request an application form so that we can assess your eligibility to access the learning & development opportunities we offer.
- For Individual Employers (IE) employing Personal Assistant/s (PA), please email the developmenthub@sheffield.gov.uk to request a user account request form.

How to use the Training Directory

This Directory is a stepping stone to the Sheffield Development Hub where you will find full details about all courses including available course dates, information and any costs.

Each course title has been linked to the individual course page in the Hub. We recommend that you are logged into the Hub whenever you use the Training Directory electronically as this will make it quick and easy to get to the information you need.

Once you are logged into the Hub you will also find a series of 'How to Use' guides on the home page, which are there to help you if you are unsure of how to book onto a course or complete some e-learning.

Training Cancellation and Non-Attendance Charging Policy 2018/19

(Not applicable to Individual Employers and Personal Assistants)

Aim of the Policy

The aim of this policy is to provide managers with clear information on the charges that will be made for the cancellation of training places and for the non-attendance of booked participants.

Reason for Policy

The demand for places on training programmes and the cost to Sheffield City Council in providing training means that every place booked needs to be a place used. Some of our training courses are purchased from external suppliers and we need to ensure that we recoup this cost to enable us to provide the training e.g. IT training.

Booking

When booking training a Business Unit expenditure code must be provided (applicable to all internal Council Services), and invoicing details provided by non-Council organisations. These will be used to claim any charges incurred.

Charges will be claimed on a monthly basis. Attendance Reports will be sent to Portfolio Development Commissioning Groups/People Boards for information and action.

Cancellations

Fee paying courses

If you cancel your place within **4 calendar weeks** prior to the training course date you will be charged the full amount.

Non - Fee Paying Courses

If you cancel your place within 4 calendar weeks prior to the training course date you will be charged £50 per person per day. This is to cover the costs of the trainer and the administration of the course.

Non-attendance

Non-attendance on the day (did not attend and did not cancel) will be charged in full for all fee paying courses, and a charge of £80 per person per day will be charged for all non-fee paying courses non-attendance.

All cancellation/non-attendance charges will apply. You have the right to appeal from the time of the cancellation/non-attendance being made and within 30 days of receiving your invoice/charge. All appeals must be made by your line manager in writing to developmenthub@sheffield.gov.uk

Please note:

Courses are booked on an individual basis and bookings are non-transferable. Cancellation charges will apply to all Council services and all external organisations.

Care Certificate

Below is a brief summary showing how we have cross referenced the standards against our courses.

Standard	Course Title	Activity
1. Understand own role	Health, Safety & Fire Awareness Safeguarding Adults Awareness Safeguarding Adults Awareness Refresher Person Centred Practice	<ul style="list-style-type: none"> • Taught courses • Skills Knowledge & Understanding Workbooks –Health, Safety & Fire & Safeguarding Adults
2. Your personal development	Not applicable – Employer Responsibility	<ul style="list-style-type: none"> • Not applicable
3. Duty of care	Health, Safety & Fire Awareness Person Centred Practice Worker Safety	<ul style="list-style-type: none"> • Taught courses • Skills Knowledge & Understanding Workbooks – Health, Safety & Fire & Worker Safety
4. Equality & diversity	Equality, Diversity & Inclusion Awareness	<ul style="list-style-type: none"> • Taught course • Skills, Knowledge & Understanding Workbooks
5. Working in a person centred way	Person Centred Practice End of Life Care Dignity in Care	<ul style="list-style-type: none"> • Taught courses
6. Communication	Promoting Effective Communication & Relationships Effective Communication	<ul style="list-style-type: none"> • Taught courses • Skills, Knowledge & Understanding Workbook –Effective Communication
7. Privacy & dignity	Dignity in Care Person Centred Practice Safeguarding Adults Awareness Safeguarding Adults Awareness Refresher	<ul style="list-style-type: none"> • Taught courses • Skills, Knowledge & Understanding Workbook – Safeguarding Adults
8. Fluids & nutrition	Food Safety Level 1 & Level 2 Food Safety Refresher Dignity in Care Eating & Swallowing – <i>Learning & Disabilities Services only</i>	<ul style="list-style-type: none"> • Taught courses • Skills, Knowledge & Understanding Workbook – Food Safety Refresher
9. Awareness of mental health, dementia and learning disabilities	Person Centred Practice Dementia Awareness The Open Dementia Programme Learning Disability Awareness Mental Health Awareness Restraint: Framework for Good Practice Restraint Framework Awareness e-learning Mental Capacity Act 2005 e-learning	<ul style="list-style-type: none"> • Taught courses • Skills, Knowledge & Understanding Workbook – MCA only • E-learning
10. Safeguarding adults	Safeguarding Adults Awareness Safeguarding Adults Awareness Refresher	<ul style="list-style-type: none"> • Taught courses • Skills, Knowledge & Understanding Workbook – Safeguarding Adults
11. Safeguarding children	Safeguarding Children Introduction	<ul style="list-style-type: none"> • Taught course
12. Provide basic life support	Emergency First Aid at Work	<ul style="list-style-type: none"> • Taught course
13. Health & safety	Emergency First Aid at Work Health, Safety & Fire Awareness Moving & Handling People Worker Safety	<ul style="list-style-type: none"> • Taught courses • Skills, Knowledge & Understanding Workbook & Health, Safety & Fire Refresher
14. Handling information	Promoting Effective Communication & Relationships Effective Communication	<ul style="list-style-type: none"> • Taught courses • Skills, Knowledge & Understanding Workbook - Effective Communication
15. Infection, prevention & control	Infection Control	<ul style="list-style-type: none"> • Taught course • Skills, Knowledge & Understanding Workbook

For further information on the Care Certificate and useful resources, please visit the Skills for Care website:
www.skillsforcare.org.uk

Care Certificate Competence Solution in partnership with Sheffield City Council

How do you ensure your staff complete the Care Certificate effectively and evidence their competence?

Do you make use of the Care Certificate tools provided by The Grey Matter Group, funded by Sheffield City Council for all Adult Social Care providers?

Using The Grey Matter Group's assessment and competence recording system can save significant time and resources for staff completing the Care Certificate, and provide an ongoing record of competence for your existing staff.

If you're not already using the funded tools, contact The Grey Matter Group support desk who will set you up and guide you through the process.

The Grey Matter Group also provide a range of additional tools that can assist your provision save time and money and evidence a well trained staff team. Our tools work together to develop person centred learning and development for your entire team. To find out more, simply call us on **0345 873 0373** or email us **support@tgmgroup.net**.



Get your staff through the Care Certificate quickly and easily using the Skills for Care endorsed solution funded by Sheffield City Council.

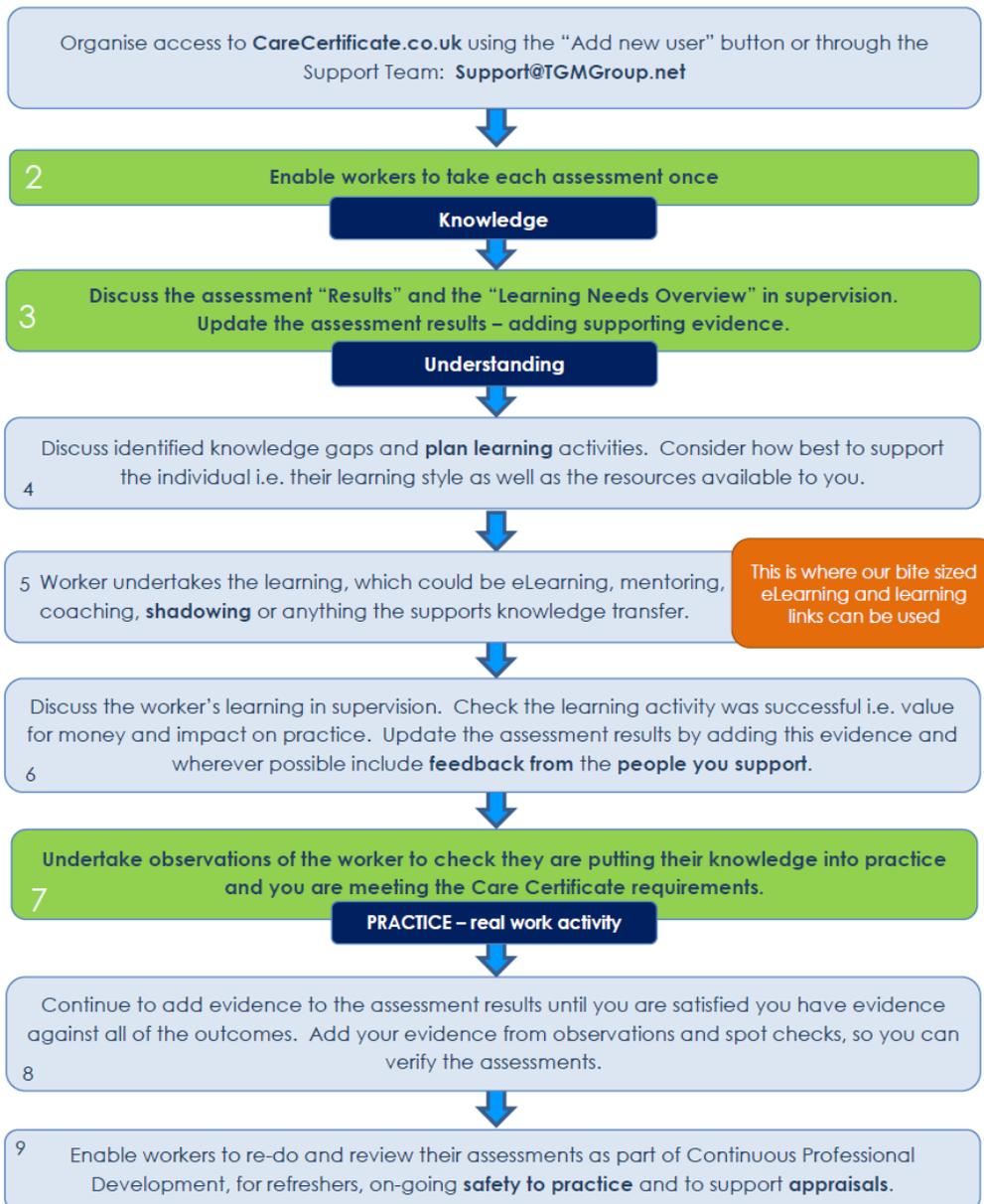
Visit our website for additional complementary resources.

MANAGER GUIDE



Online Assessment & Competence Flowchart

This flowchart aims to guide you through the process of collecting evidence to measure workers' competence and to ensure the assessments are used appropriately.



CareCertificate.co.uk

0345 873 0373

Support@TGMGroup.net

Free Taught Core Offer

Training linked to the Care Certificate



<https://sheffield.learningpool.com/login/index.php>

Course Title	Refresher	Duration	Independent, Private & Voluntary (IPV) Organisations	External Contracted Providers	Personal Assistants (PA)
Food Safety Level 1 2018-19 This half day course provides you with information about the principles of food safety, to enable you to apply this knowledge and carry out safe practice.	3 years	½ day	✓	✓	✓
Food Safety Level 2 2018-19 This one day course provides a professional qualification in Food Safety.	3 years	1 day	✓	✓	✓
Food Safety Refresher 2018-19 A half day course to refresh knowledge and maintain qualifications in food safety. Suitable for those with level 1 and 2 qualifications.		½ day	✓	✓	✓
Infection Control A half day course to enable learners to comply with standard infection control precautions.		½ day	✓	✓	✓
Medication Train the Trainer (Homecare Only) A half day course for Home Support workers to gain an understanding of the Home Support Medication Policy and training materials.	2 years	½ day	N/A	✓	N/A
Moving & Handling People 2018-19 A one day course to enable you to gain an understanding of safe methods and techniques for moving and handling.	12-18 months	1 day	✓	✓	✓
Moving & Handling People Refresher 2018-19 A half day course to enable you to refresh your knowledge and skills regarding safe methods and techniques for moving and handling people.		½ day	✓	✓	✓
Restraint Framework for Good Practice This half day course is targeted at staff and providers supporting adults receiving or requiring services that are provided or commissioned by Sheffield City Council and Sheffield Clinical Commissioning Group. The aim of the 'Framework for Good Practice' is to promote the prevention of and minimise the use of restraint.		½ day	✓	✓	✓
Safeguarding Adults Awareness 2018-19 A half day course to enable you to fulfill your roles & responsibilities within the South Yorkshire Safeguarding Procedures	2 years	½ day	✓	✓	✓
Safeguarding Adults Awareness Refresher 2018-19 A half day refresher course enabling you to fulfill your roles & responsibilities within the South Yorkshire Safeguarding Procedures		½ day	✓	✓	✓

Additional Free Taught Core Offer



<https://sheffield.learningpool.com/login/index.php>

Course Title	Duration	Independent, Private & Voluntary (IPV) Organisations	External Contracted Providers	Personal Assistants (PA)
Medication Review for Trainers (Homecare Only) A half day continuous professional development (CPD) event to review medication training across services.	½ day	N/A	✓	N/A
Mental Health Awareness A one day course to improve knowledge of mental health for all employees	½ day	✓	✓	✓
Mental Health First Aid A two day course to improve knowledge of mental health and provide strategies to help people in distress.	2 days	✓	✓	✓
Mental Health in the Workplace – Skills for Line Managers A one day course to support managers who manage staff with mental health problems.	1 day	✓	✓	✓

Chargeable Taught Core Offer

Training linked to the Care Certificate



<https://sheffield.learningpool.com/login/index.php>

Course Title	Duration	Cost	Independent, Private & Voluntary (IPV) Organisations	External Contracted Providers	Personal Assistants (PA) *costs do not apply
Dementia Awareness	½ day	£40.00 pp	✓	✓	✓
A half day course to raise awareness about Dementia. This course may be of particular interest to those working in Adult Social Care but is open to all employees					
Dignity in Care	1 day	£80.00 pp	✓	✓	✓
A one day course looking at how you can embed dignity into all aspects of your practice					
Emergency First Aid at Work 2018-19	1 day	£100.00 pp	✓	✓	✓
A one day course - this qualification is to enable learners to attain the knowledge and competencies needed to deal with a range of emergency first aid situations. Learners should be able to demonstrate the practical administration of safe, prompt, effective first aid in emergency situations with an understanding of the role of the first aider.					
End of Life Care	1 day	£80.00 pp	✓	✓	✓
A one day course for people who are supporting individuals who are approaching the end of their life, helping them to live as well as possible until they die, and to die with dignity.					
Equality, Diversity & Inclusion Awareness 2018-19	½ day	£40.00 pp	✓	✓	✓
A half day course looking at how to build equality into your practice.					
First Aid Annual Skills Update 2018-19	½ day	£50.00 pp	✓	✓	N/A
A half day course - this course does not renew your first aid certificate. The course is designed for qualified first aiders who have a specific responsibility at work, or in voluntary and community activities, to provide First Aid when dealing with an emergency situation, who need to refresh their skills as recommended by the HSE and avoid a skill fade.					
First Aid At Work 2018-19	3 day	£250.00 pp	✓	✓	N/A
A 3 day course - this qualification enables learners to attain the knowledge and competencies needed to deal with a range of emergency first aid situations. It is based on the Health & Safety Executive (HSE) training standard for delivery of First Aid at Work courses for the purpose of the Health and Safety (First Aid) Regulations 1981.					

Chargeable Taught Core Offer

Training linked to the Care Certificate



<https://sheffield.learningpool.com/login/index.php>

Independent, Private & Voluntary (IPV) Organisations

External Contracted Providers

Personal Assistants (PA)
*costs do not apply

Course Title	Duration	Cost	Independent, Private & Voluntary (IPV) Organisations	External Contracted Providers	Personal Assistants (PA) *costs do not apply
First Aid At Work Requalification 2018-19 A 2 day course, this qualification is to enable learners to attain the knowledge and competencies needed to deal with a range of emergency first aid situations. This qualification is based on the HSE training standard for delivery of First Aid at Work course for the purpose of the Health and Safety (First Aid) Regulations 1981.	2 days	£175.00 pp	✓	✓	N/A
Health, Safety & Fire Awareness 2018-19 A half day course designed to outline employers' and employees' responsibilities under the Health and Safety at Work Act, Management of Health and Safety at Work Regulations and other legislation. It also promotes a consistent pro-active approach to health and safety at work.	½ day	£40.00 pp	✓	✓	✓
Management of an Anaphylaxis Emergency New Course: This 2 hour course is for people who have a specific interest/responsibility at work, or in voluntary and community activities, in being able to recognise and manage anaphylaxis when dealing with an emergency.	2 hour	£25.00 pp	✓	✓	✓
Moving & Handling Train the Trainer (accredited training) A 4 day course to equip participants with the knowledge and skills required to practice and deliver moving and handling people training.	4 days	£450.00 pp	✓	✓	N/A
Moving & Handling Train the Trainer Refresher (accredited training) A 2 day course to update and refresh the knowledge and skills required to practice and deliver moving and handling people training.	2 days	£225.00 pp	✓	✓	N/A
Person Centred Practice This is a half day course designed for Adult Social Care staff new to role who require an induction level to Person Centred Practice. Content considers how to put Person Centred Values into practice, Duty of Care and the Mental Capacity Act.	½ day	£40.00 pp	✓	✓	✓
Promoting Effective Communication & Relationships This is a half day course designed for Adult Social Care staff new to role who require an Induction level to Promoting Effective Communication and Relationships.	½ day	£40.00 pp	✓	✓	✓
Worker Safety 2018-19 A half day course to provide information for workers on how to stay safe at work	½ day	£40.00 pp	✓	✓	✓

Qualifications for IPV Organisations



<https://sheffield.learningpool.com/login/index.php>

Course Title	Duration	Cost
Education & Training Level 3 Award	4 months includes 4 days taught sessions and assessment	£350.00 pp
To develop teaching skills and gain a fundamental understanding of the roles and responsibilities of a trainer in relation to legislation, equality, diversity, inclusivity and meeting the needs of learners.		
ILM Level 2 Award in Leadership & Team Skills	2 days	£350.00 pp
This ILM (Institute of Leadership & Management) Level 2 Award is ideal if you are a team leader or prospective team leader, and are serious about developing your abilities.		

E-Learning Modules



<https://sheffield.learningpool.com/login/index.php>

Adult Social Care	
<p><u>Assistive Technology</u></p> <p>This module will introduce you to some key elements of assistive technology and give you an overview of Telecare and Telehealth. You'll also see how appropriate assistive technology can provide solutions for a variety of people requiring support in their own homes.</p>	<p><u>Enablement</u></p> <p>Enablement or Re-ablement is a rehabilitation approach which provides people who have disabilities or frailty with the means to do as much as they can for themselves. It also provides the opportunity for people to have independence within their own homes for as long as possible.</p>
<p><u>Continuing Health Care</u></p> <p>All health or social care professionals who are involved in making decisions about ongoing care and support for adults (i.e. persons over 18) with nursing or healthcare needs should have a basic understanding of NHS Continuing Healthcare.</p>	<p><u>Personal Assistant Induction</u></p> <p>Receiving a Personal or Individual Budget to buy their own support enables the individual to employ a PA. This allows them to be at the centre of all decision-making about the support and the services they receive from their PAs. A PA will need induction in how to support their Employer.</p>
<p><u>Healthier Lives</u></p> <p>People with learning disabilities experience more ill health than the general population and have difficulty accessing healthcare. The Government's Valuing People Now strategy makes 'Better Health' for people with learning disabilities a priority. Its key message is that 'Health is Everyone's Business'. Social Care Services can ensure that people with learning disabilities receive the help and support to access good healthcare and live healthier lives.</p>	<p><u>Mental Capacity Act (2005)</u></p> <p>This Act has been developed to coordinate and clarify the law about the care and treatment of people who lack this capacity. It is designed to protect the rights of the individual and to empower vulnerable people who: Have always had difficulty making decisions for themselves Are no longer able to make a decision Are temporarily unable to make a decision It introduces new powers and organisations to protect individuals and helps to clarify what is expected of staff.</p>
<p><u>Restraint Framework Awareness</u></p> <p>This course will introduce you to the Framework for Good Practice in the area of restraint. It will help you to understand why such a framework is important and the implications for your practice. It is estimated that this course should not take longer than an hour in total to complete. If your work brings you into contact with vulnerable adults then this course is for you. It should help you to understand ways in which you can promote peoples' rights and follow best practice in your work.</p>	<p><u>The Open Dementia Programme</u></p> <p>The Open Dementia e-Learning Programme is aimed at anyone who comes into contact with someone with dementia and provides a general introduction to the disease and the experience of living with dementia. This programme is designed to be accessible to a wide audience and to make learning as enjoyable as possible and so allows users to fully interact with the content and includes video, audio and graphics to make the content come alive. In particular the programme includes a considerable amount of new video footage shot by both the Alzheimer's Society and SCIE where people with dementia and their carers share their views and feelings on camera.</p>
<p><u>Right to Control</u></p> <p>This course aims to raise awareness about the choice and control that disabled people have over the support they need to go about their daily lives. It has:</p> <ul style="list-style-type: none"> • Several modules which contain reading materials • Links to reference materials • Contact details of local agencies 	<p><u>Understanding Autism</u></p> <p>Everyone with an autistic spectrum condition is unique. The 'Getting it Right for People with Autism' 2011 report says that care workers must consider each person's needs, strengths, talents and wishes. Support should be person centred and timely. Working this way will make a positive difference to people's lives and will help us to value the things they bring to ours.</p>

Skills, Knowledge & Understanding Workbooks for IPV Organisations

Skills, knowledge and understanding workbooks are available to IPV organisations as an alternative to e-learning and taught courses for demonstrating staff skills and knowledge. The process is a way of evidencing that the workforce is appropriately skilled with written records of achievement.

The workbooks can be used for Induction and refresher training and meet the Care Certificate standards. There is a standardisation and certification process which is evidence of quality assurance in staff training.

The cost is £15.00 per workbook which includes the administration, standardisation and certification.

Workbooks available:

- Eating and swallowing
- Effective communication
- Equality, diversity and inclusion
- Food safety refresher
- Health, safety and fire refresher
- Infection control
- Mental Capacity Act
- Restraint awareness
- Safeguarding adults
- Worker safety

For further information contact joanne.nicholson@sheffield.gov.uk

Funding Opportunities



Claiming funding for
Health & Social Care
Qualifications

The HR Learning & Development Service for Sheffield City Council is also a member of the South Yorkshire Social Care Development Partnership and in a position to support you to access Skills for Care funding, towards Health and Social Care Diplomas, and number of Certificates and Awards. Access to the funding is linked to registration with Skills for Care and acquiring a National Minimum Data Set number (NMDS-SC)

Workforce Development Fund

Organisations accessing the workforce development fund as a partnership member will be expected to use this funding to support employees to undertake qualifications and associated learning.

If any of your employees are completing their Diploma's, selected Awards or Certificates in Health and Social Care at Levels 2, 3, 4 & 5, you can access this funding. The Learning and Development Officer working into the sector will be available to discuss this with you in more detail.

You can claim the funding for all of the units completed between **1st January 2018 - 31st March 2019**, regardless of which provider you use, or which awarding organisation the provider uses. The unit(s) certification date must be within this claim period, to be eligible for the funding. Units can only be submitted for the Workforce Development fund once the full qualification has been completed.

Claiming the funding

Claiming for the funding could not be easier, all you need to do is:-

- Be registered and up to date with your National Minimum Data Set with Skills for Care <https://www.skillsforcare.org.uk/NMDS-SC-intelligence/NMDS-SC/Discover-NMDS-SC.aspx>
- Join the partnership by completing a simple one page partnership form
- Units can only be claimed once the whole qualification is completed
- Support is available to help you through this process

If you are interested or require further information, please contact Joanne Nicholson at on 0114 2930577 or e-mail on: joanne.nicholson@sheffield.gov.uk

Contact Details

Booking on to courses

Via the Sheffield Development Hub, each person will need a user account and a username. To request a new user account request form, please email the developmenthub@sheffield.gov.uk and state whether you are an employer or personal assistant. We will notify you once your accounts have been set up and you will use the system to book onto training courses.

- For all enquiries regarding The Sheffield Development Hub, please email developmenthub@sheffield.gov.uk or telephone 0114 2293041.
- For further information or consultation regarding any of the above courses, please contact:

Joanne Nicholson

Learning and Development Officer
Moorfoot Learning Centre
West Wing, Level 1
Sheffield
S1 4PL

☎ 0114 2930577 / mobile 07768921815

@ joanne.nicholson@sheffield.gov.uk

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